



ELTHORNE PARK
— HIGH SCHOOL —

Careers Information Education Advice & Guidance (CIEAG) Policy

Adoption – January 2019

Review frequency – Annually

Next review – September 2024

Status – Non-statutory

Committee – Curriculum

Introduction

Elthorne Park High School is committed to offering our students high quality career learning opportunities. These are provided through a programme of internal careers education and externally provided independent and impartial careers information, advice and guidance (IAG). EPHS has provided details of facilities, arrangements and opportunities for a range of education and training providers to support the school's programme in the Provider Access Policy which can be found on the website. CIEAG is led and supervised by the Assistant Headteacher (Student Engagement, Development and Participation): Ms A Crix. The contact details for the AHT responsible for careers are published on the school's website.

Objectives and targets

CIEAG is an integral part of the curriculum and contributes to the ongoing drive to raise aspirations, develop key employability skills and illustrate the relevance of subject studies to later life. We aim to actively promote equality of opportunity, to challenge stereotypes and to support the progress of students, including helping them to overcome any overt and hidden barriers to progress that they may encounter. Careers education helps young people to develop the knowledge, confidence and employability skills that they need to make well-informed, carefully considered choices and plans that enable them to progress smoothly into further learning and work.

In accordance with legal requirements, impartial external careers guidance is provided to all students in years 7–13. We provide ample opportunity for our students to access information and advice on their further and higher education, training and career options at 16 and 18. Information, advice and guidance are provided from a range of impartial sources to ensure that students receive an inspirational and aspirational view of all of the opportunities available to them. This is achieved by making use of:

- Mentoring and coaching
- Speakers from the world of work
- Insight from & effective local partnerships with the Careers Enterprise Company, Connexions, The Educational Development Trust, SPARK! Jobcentre Plus, the National Careers Service and successful local employers.
- Liaison with local apprenticeship and training providers
- Workplace visits and work experience placements
- Work taster events and workshops run by local employers
- Careers fairs and career networking events
- Access to open days and events at FE and HE institutions
- Access to creative online resources and labour market information
- Help with basic career management skills eg CV building and writing, job searches and job interviews

Overview of Careers Programme:

Our AHT and careers leader co-ordinates the internal [careers programme](#), which is supported by a well-resourced up-to-date careers library facilitated by Unifrog. Through this, staff, students and parents have free access to a wide range of online resources, prospectuses and LMI. Hard copy prospectuses for further and higher education as well as information on a large number of careers and training paths are also available for reference.

Our internal programme of careers education at EPHS is addressed through dedicated units of work in the PSHCE curriculum. Through this we seek to help students in years 7–13 prepare themselves for key transition points. The careers programme also entitles students to a range of wider experiences enabling them to regularly interact with employers, training / apprenticeship providers and FE / HE institutions. The CIEAG programme at EPHS builds in flexibility to accommodate all pupils, regardless of the point in their school career that they join us or their SEND or PP status.

EPHS provides targeted and timely guidance for all of our students, with an enhanced level of support given to the needs of students with difficult personal circumstances and with SEN. The local authority (LA) gives considerable help and assistance for this latter group of students. We allocate all students individual personal careers guidance appointments from a trained and impartial careers advisor through our partnership with Connexions.

Key stage 3:

By completing a series of tasks & lessons, key stage 3 students will be able to explain links between the curriculum and the labour market including having an understanding of employability skills and attributes. From the outset of year 7, students are introduced to the careers library in dedicated PSHCE lessons and encouraged to make use of its facilities which include access to careers computer software. Over the course of the key stage, they have a number of sessions with our external providers and go on work-related visits in the locality. They embark on their progression through the five year programme which has the following main learning aspects:

- Self-awareness, self-determination and self-improvement as a learner.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Valuing equality, diversity and inclusion.
- Showing initiative and enterprise.
- Preparing for employability.
- Developing personal financial awareness and capability.
- Learning about employment law, including health and safety.

In year 8, students are given the opportunity to take part in mini enterprise activities, raising funds for a specific student-initiated charity project alongside CIEAG units of work in PSHCE. They also are given help and advice with their GCSE and other choices by independent external providers.

During the course of year 9, pupils are also made aware of opportunities to enrol at the local FE College, UTC or Studio School, where they can complete key stage 4.

Key stage 4:

PSHCE curriculum time is allocated for students to continue to work through the learning aspects at a more sophisticated and detailed level. They are encouraged to make regular use of the Unifrog careers library and online resource centre. The full range of post-16 possibilities are explored through a number of activities, including contact with and visits to FE, training and work-based facilities. Talks by employers are included as well as one-to-one career interviews with a qualified and impartial careers advisor. Parents are encouraged to be involved in and supportive of these activities.

All year 10 students take part in a number of off-timetable industry and commerce days facilitated through the EPHS wider opportunities programme. In addition, all year 10 students obtain first-hand experience of a workplace for a minimum of 3 days during the summer term through our compulsory work experience programme.

When the GCSE results come through after the end of year 11, staff and external advisers are on hand to give additional guidance if needed. On results day, the school also provides a local FE college access to students so that students have optimum support on deciding their next steps.

If a student leaves the school at the end of year 11 without having obtained a place at some form of further education or in an apprenticeship or traineeship, the school is obliged to inform the LA at the earliest opportunity to enable them to support that young person to find an alternative place.

Key stage 5:

The post-16 careers provision is part of our sixth form enrichment programme as well as our PSHCE curriculum. Students are encouraged to reflect on their own personal development. They are kept aware of changing career processes and opportunities, as well as being encouraged to carry out their own research and to develop their personal network of support. In particular, students are offered help in preparing for and performing well in interview and selection processes. Visits to higher education and other institutions are arranged by the school and individual absences are authorised for relevant open days. External providers are welcomed to the school to ensure that the best possible up-to-date impartial advice is available through workshops, presentations and one-to-one Q&A sessions.

In year 12, students attend national careers fairs as part of the EPHS wider opportunities programme. In addition, all year 12 students undertake work experience or work shadowing for a minimum of 3 days during the autumn term.

If a student leaves the school at the end of year 12 without having obtained a place at FE or an apprenticeship or traineeship, the school is obliged to notify the LA at the earliest opportunity so that the LA can support the young person to find an alternative place.

Delivery, Monitoring & Evaluation:

Careers information, advice and guidance is very much a whole school activity – every member of staff, when approached, should respond with appropriate guidance and support and make appropriate referrals to the pastoral teams. PSHCE teachers should provide impartial guidance using the materials provided. The quality of careers education is evaluated and reported to the leadership team and trustees annually and evaluated for effectiveness at least every 3 years. The school measures the quality of its careers provision against its progress towards meeting the 8 Gatsby Benchmarks in:

1. having a stable careers programme
2. ensuring students learn from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Providing encounters with employers and employees
6. Offering students experiences of workplaces
7. Providing encounters with further and higher education
8. Ensuring equitable entitlement to personal guidance

It will also be evaluated using systematic feedback from:

- the analysis of the destinations of students after they have left the school and, where available, information about their progress in further or higher education, training and employment;
- surveys of students, teachers, parents/ carers in the school
- students who have used the services of the independent careers adviser;
- employers who have delivered workshops in the school and / or facilitated workplace experiences

External careers guidance is also evaluated annually through discussion with the AHT and appropriate observation of provision by the line manager, Katy Reeves (DHT Personal Development). We make sure each year that we are satisfied with the quality of the external organisations we work with. Senior members of staff also regularly observe CIEAG sessions and one-to-one interviews for quality assurance purposes. We also seek feedback from students and their parents about different activities and delivery options we have used.

We make use of and contribute to the DfE destination measures data which helps us to assess our success in supporting our students to take up education and training opportunities when they leave the school.

Reviewing

This policy will be reviewed annually. When reviewing the programme, the school improvement plan will be considered to ensure that the careers department is fully supporting whole school aims.

Next school review due September 2024.